

ROUTING SLIP												
TO	CO	RW	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE								CORRES. SYMBOL	RECEIVED			
									INITIAL DATE			
1.	WPCTH WPCTN											
2.	WPCTC WPCTS											
3.	WPCTD MR HUBER											
4.	WPCTV											
5.	WPCTH											
<input checked="" type="checkbox"/> Necessary Action				Recommendation				As Requested				
<input type="checkbox"/> For Signature				Comment				See Me				
<input type="checkbox"/> Concurrence				Initial and Return				<input checked="" type="checkbox"/>		Your Information		
<input type="checkbox"/> Approval				Per Conversation						Other (Specify below)		
REPLY OR INTERIM REPLY						DUE ▶		FOR SIGNATURE OF				
REMARKS												

PROMPT PAYMENT TO
CONTRACTS INFORMATION

FROM	CO	RW	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE								CORRES. SYMBOL		BUILDING, ROOM NO.		
<i>RE. SHREEVE</i>								<i>WPCT</i>		<i>ROB 2112</i>		
								TELEPHONE NO.		DATE		
								<i>24500</i>		<i>11/10/82</i>		

GENERAL SERVICES ADMINISTRATION

GSA FORM 14 (REV. 9-80)

ROUTING SLIP												
TO	CO	RW	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE									CORRES SYMBOL	RECEIVED		
										INITIAL	DATE	
1. <i>WPCTA *</i>									<i>WPCTN *</i>			
2. <i>WPCTC *</i>									<i>WPCTS *</i>			
3. <i>WPCTD *</i>									<i>MR HUBER</i>	<i>FBI</i>		
4. <i>WPCTU *</i>												
5. <i>WPCTL *</i>												
Necessary Action			Recommendation			As Requested						
For Signature			Comment			See Me						
Concurrence			Initial and Return			Your Information						
Approval			Per Conversation			Other (Specify below)						
REPLY OR INTERIM REPLY		DUE ▶		FOR SIGNATURE OF								
REMARKS												

*ATTACHED FORM 1034 INCLUDES
PAYMENT DATE INFORMATION
AS REQUIRED BY MEMO ON
PROMPT PAYMENT TO CONTRACTORS
ISSUED BY CENTRAL OFFICE, GSA.*

*I PLEASE DISCARD ALL OLD FORMS
AND COMPLETE THESE NEW
FORMS FOR PAYMENT TO
CONTRACTORS.*

FROM	CO	RW	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE									CORRES. SYMBOL		BUILDING, ROOM NO.	
<i>RE SHREEVE</i>									<i>WPCT</i>		<i>DOB 2112</i>	
									TELEPHONE NO.		DATE	
									<i>2-4500</i>		<i>11/3/82</i>	

GENERAL SERVICES ADMINISTRATION

GSA FORM 14 (REV. 9-80)

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Standard Form 1034 September 1973 4 Treasury FRM 2000 1034-113		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION General Services Administration Project Operations Branch (WPCTS) 7th & D Streets, SW Washington, DC 20407			DATE VOUCHER PREPARED		SCHEDULE NO.		
			CONTRACT NUMBER AND DATE		PAID BY		
			REQUISITION NUMBER AND DATE				
PAYEE'S NAME AND ADDRESS			Amount agreed to _____ Date _____		DATE INVOICE RECEIVED		
					DISCOUNT TERMS		
			Make Payment by _____ Date _____		PAYEE'S ACCOUNT NUMBER		
					GOVERNMENT S/L NUMBER		
SHIPPED FROM _____ TO _____ WEIGHT _____							
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUANTITY	UNIT PRICE		AMOUNT (¹)	
				COST	PER		
		Contract Amount including additions and deductions Total value of completed work and materials Less Retainage Less Previous Payments					
(Payee must NOT use the space below)						TOTAL	
PAYMENT: <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR		EXCHANGE RATE		DIFFERENCES	
		= \$		= \$1.00			
		BY:					
		TITLE				Amount verified; correct for	
		CONTRACTING OFFICER				(Signature or initials)	
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
(Date)		(Authorized Contracting Officer) ¹				(Title)	
ACCOUNTING CLASSIFICATION							
PAID BY	CHECK NUMBER			ON TREASURER OF THE UNITED STATES			
	CASH			DATE			
	CHECK NUMBER			ON (Name of bank)			
	PAYEE			DATE			
	PER			TITLE			
¹ When stated in foreign currency, insert name of currency. ² If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. ³ When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example, "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.							

REV 11/9/82 GPO : 1982 O - 342-125 (5655)

General Services Administration

RELEASE OF CLAIMS

The undersigned contractor, pursuant to the terms of Contract No. _____
between the United States of America and said contractor for the _____

located at _____ ,

hereby releases the United States from any and all claims arising under or by virtue of said contract or any modification or change thereof except as follows: *(Here list any claims against the Government and the amounts thereof. If none, so state.)*

Witness the signature and seal of the undersigned this _____ day of _____ ,

_____ .

CONTRACTOR:

WITNESS:

(Seal)

(Print or type)

(Signature)

(Signature)

(Address)

(Official Title)

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Shreve

Date : OCT 18 1982
Reply to :
Attn of : Director, Real Property Contracts Division (WPP)

Subject: [REDACTED]

To : Director, Design & Construction Division (WPC)

[REDACTED], both construction-type contracts and architect/engineer contracts as procured by the Design & Construction Contracts Branch (WPPC), are subject to the Prompt Payment Act. The necessary actions required of WPPC to implement the provisions of the Act are contained in the attached memorandum from the Office of Contracts (PPBC), dated August 5, 1982.

Inasmuch as most construction contract progress payments and A/E payments are processed through the Design & Construction Division (WPC), it is imperative that the processing of this necessary paperwork be accomplished in the minimum amount of time consistent with a satisfactory review and concurrence of the payment documents.

As has been the practice since WPPC assumed the responsibility of making all progress payments, a 24 to 48 hour turn-around time for processing payments by WPPC will be maintained.

In accordance with the directions set down in the PPBC memorandum, payments shall be made within 30 calendar days after date of receipt of the contractor's acceptable invoice or date contract deliverables are approved, whichever is later. The date of payment is defined as the date of the Government check, as issued by the Treasury Department. If payment fails to meet the requirements described above, GSA will be liable for interest payments on the progress payment for the time period beyond 30 days. As you are well aware GSA has no control over the issuance of the Government check after payment documents are processed through the Accounts Payable Branch and transmitted to the Treasury Department. Because of this uncontrollable element within the overall 30-day time frame for processing of payments, it is all the more imperative that each office which participates in the payment process complete their portion of this responsibility in a timely manner.

I know that I can look forward to your full cooperation in this extremely important function of ensuring prompt processing of contractor payments. If you have any questions in regard to this matter please contact Claude Bernier, Acting Chief, D&C Contracts Branch (WPPC) on 472-4506.

D.P. Drain

D.P. DRAIN
Director, Real Property
Contracts Division

Enclosure

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Service
Administration Service Washington, DC 20405

AUG 5 1982

Reply to
Attn of

Office of Contracts (PPBC)

Subject: Modification of payment provisions of architect-engineer and construction contracts

Regional Administrators

WA, 1A, 2A, 3A, 4A, 5A, 6A, 7A, 8A, 9A, 10A

FROM: Regional Administrator

ACTION:

The making of timely payments to Government contractors is a matter of public policy. This is evidenced by the enactment of Public Law 97-177, the Prompt Payment Act, on May 21, 1982. Other requirements pertaining to payments have been issued by the Office of Management and Budget (OMB) memorandum M-81-15 dated September 14, 1981, and the November 10, 1981, letter of the Assistant Administrator for Plans, Programs, and Financial Management.

The appropriate implementation of the Prompt Payment Act will be defined by the Office of Management and Budget (OMB). They are required under the Act to promulgate regulations by August 19, 1982. Although the OMB regulations have not been finalized, OMB's proposed Timely Payment Circular was published in the Federal Register of July 7, 1982, on pages 29620 - 29622; and we are enclosing a copy for your information.

Until final regulations are issued by OMB and additional instructions can be conveyed to you, please implement the requirements stated below in each of your contracts.

Construction Contracts

Each GSA construction contract shall include the following as a supplement to the payment provisions:

SUPPLEMENT TO PAYMENT PROVISIONS (Construction Contracts)

The required payment date will be 30 calendar days after the date when the Contractor's invoice is received or when agreement is reached between the Contracting Officer (or authorized representative) and the Contractor on the amount to which the Contractor is entitled, whichever is later. The date of payment is defined as the date of the Government check.

The Contractor shall designate both the remittance (or check mailing address, when different from the Contractor's business address) and the business address, on Standard Form 19, Invitation, Bid and Award, or Standard Form 23, Construction Contract, as appropriate.

Any inquiry regarding payment shall be directed to:

General Services Administration
Regional Finance Division Director

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(Name of Director)
(Complete address)
(Complete telephone number)

Architect-Engineer Contracts

To ensure prompt payment for services provided under architect-engineer and other professional/technical services contracts, the following procedures shall be followed in making contract payments:

1. Specific payment provisions shall be delineated in each contract. The contract shall provide that the architect-engineer or other professional services contractor shall submit the following when requesting payment:
 - a. A signed invoice covering services performed, with supporting documents (supplier billings, time card records, etc.) as required by the payment clause.
 - b. A signed release of claims form (GSA Form 1142, Release of Claims), with exceptions specified on the form in sufficient detail, including dollar amount; to identify the basis for the exceptions.
2. Payment vouchers (Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal) shall be signed by the Contracting Officer.
3. Normally, payments shall be made within 30 days after either the approval of contract deliverables or the receipt of acceptable, properly prepared, documented invoices, whichever is later.
4. All future architect-engineer (A-E) and related professional services contracts shall include the following:

SUPPLEMENT TO PAYMENT PROVISIONS
(A-E Contracts)

The required payment date will be 30 calendar days after the date when the (A-E's or Contractor's) acceptable invoice is received or contract deliverable is approved, whichever is later. The date of payment is defined as the date of the Government check.

The (A-E or Contractor) shall designate both the remittance (or check mailing address, when different from the A-E or Contractor's business address) and the business address on Standard Form 252, Architect-Engineer Fixed-Price Contract, or other applicable form.

Any inquiry regarding payment shall be directed to:

General Services Administration
Regional Finance Division Director
(Name of Director)
(Complete Address)
(Complete telephone number)

All Construction and Architect-Engineer Contracts

In order to permit regional Finance Division personnel to schedule A-E or construction contract payments in accordance with cash management policies, the following shall be entered in a prominent location (preferably near upper right corner) on each payment voucher (i.e., Standard Form 1034, GSA Form 300, or other applicable form):

Amount agreed to on _____
date

Make payment by _____ (30 days).
date

This will ensure that regional Finance Divisions are advised of the time constraints for making timely payments. The marking of payment vouchers should begin on all invoices received 30 days after the date of this letter, whether or not the contract contains the modified payment provisions.

These payment procedures will be incorporated into the Handbook, Procurement and Administration of Design and Construction, Volume 1, Architect-Engineer, Construction Manager and Related Contracts (PBS P 3420.1) and Volume 2, Construction Contracts (PBS P 3420.2).



For A. E. RONKOVICH
Assistant Commissioner
Office of Contracts

Enclosure

cc: Assistant Regional Administrator for
Public Buildings and Real Property
WP, 1P, 2P, 3P, 4P, 5P, 6P, 7P, 8P, 9P, 10P
Associate Administrator for Operations (AR)

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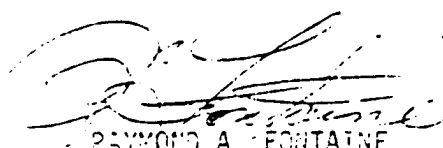
Date: AUG 27 1992
Reply to: Director, Central Office
Attn of:
Subject: Prompt Payment Act

To: Regional and Central Office Contracting Officer Warrant Board Chairpersons
Heads of Services and Staff Offices
Regional Administrators

The Prompt Payment Act requires Federal agencies to pay their bills on time, to pay interest penalties when payments are made late, and to take discounts only when payments are made within the discount period. Full implementation is expected to result in timely bill payment, better business relations between the Government and its suppliers, improved competition, and reduced prices to the Government. This Act applies to contracts issued on or after October 1, 1982.

To ensure timely payments and thus avoid the payment of interest penalties, the Office of Finance requires that invoices be mailed directly to Finance. If you feel that invoices for a specific program area should be mailed to other than the Finance Division, please clear these with the Regional Finance Division Directors or the Central Office Financial Management Division. Also, certain financial terms and information listed in Enclosure 1 must be stated on all procurement documents. These same requirements must be relayed to the vendor when making oral purchases (certified invoices). If not already included, the items listed on the enclosure will be codified in the General Services Administration (GSA) Accounting Operations - Voucher Examination Payment Handbook.

Your immediate cooperation is critical. Your actions will help GSA and other Federal agencies pay their bills on time, meet discount terms, and avoid interest penalty payments. Please contact Ms. Carole Hutchinson on 566-0678 or Ms. Linda Vandenberg on 566-1942 with any questions or comments.


RAYMOND A. FONTAINE
Assistant Administrator

Enclosure

cc: Associate Administrator for Operations - AR

MAIL ROOM

SEP 1 10 56 AM '92

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OFFICE OF FINANCE
PAYMENT STANDARDS

The following financial terms and information should be included in all procurements, including oral purchases, to ensure that the Finance Divisions can make timely payments.

1. Invoices are mailed directly to the Regional Finance Divisions or the Central Office Financial Management Division. The only exceptions will be certified invoices and those program invoices cleared by the Regional Finance Division Director or Central Office Financial Management Division Director.
2. Specific payment terms, using standard 30 day terms as a norm.
3. Separate due dates if partial payment is provided for partial executions or deliveries.
- ⇒ 4. A stated inspection period following delivery, where necessary, for Federal acceptance of property or services.
5. If applicable, a statement that the special payment provisions of the Packers and Stockyard Act of 1921 (7 USC 182(3)) or the Perishable Agriculture Commodities Act of 1930 (7 USC 499a(4)) applies.
6. The date of the Treasury check will be considered the payment date.
7. The Director, Central Office Financial Management Division or the Regional Finance Division Director as the individual responsible for payment and answering related inquiries. Cite the position, complete address and phone number. Include the same information on the responsible official(s) of the business concern who can receive notification of an improper invoice and answer questions regarding the invoice. Also, include the name, title and phone number of the procurement official.
8. The vendor's remittance or check mailing address when it is different than the business address.
9. The fund code in the "Mail Invoice To" address. For example:

General Services Administration
Finance Division - BCFF (127.2)
18th & F Streets, NW
Washington, DC 20405
10. The ACT Number or DAC Document Number.
11. Complete accounting classification.
12. The taxpayer identification numbers of service contractors who are not incorporated and receive payments from GSA totaling \$500 or more.

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ENCLOSURE 1

2.

13. The requirements for a proper invoice, including as a minimum the following:
 - A. Name of business concern and invoice date.
 - B. Daily Accounting Cycle (DAC) document number or National Electronic Accounting and Reporting (NEAR) System ACT number.
 - C. Description, price, and quantity of property and services actually delivered or rendered.
 - D. Shipping and payment terms.
 - E. Other substantiating documentation or information.
 - F. Name where practicable, title, phone number, and complete mailing address of responsible official(s) of the business concern to whom payment is to be sent, who can answer questions about the invoice and receive notifications of an improper invoice.
14. Receiving reports must be forwarded in time to be received by the designated finance office by the fifth business day after receipt or acceptance, unless separate arrangements are made.
15. Procurement documents must indicate whether or not the Prompt Payment Act applies to the procurement.

Note that these items are those required by the Office of Finance to make timely payments and practice good cash management. Additional information may be required by the contracting officer. Some items may duplicate while others supplement the provisions of the current GSA Procurement Regulations.

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